

## Deliverable/Work Product Acceptance Process for COTRs

The Contractor provides a TIPSS-2 Inspection, Acceptance and Receiving Report for each task order-level deliverable (completion Task Orders) or work product (term Task Orders). For simplicity, both deliverables and work products are called deliverables in this document.

Multiple deliverables for a Task Order may be accompanied by a single report describing the contents of the complete package. The COTR does not sign this report as a receipt for deliverables received. If the contractor needs a receipt, the Contractor should provide one for signature.

Upon inspection of the deliverable, if the deliverable meets the acceptance criteria defined in the SOW and/or Work Request, the COTR signs the Inspection, Acceptance & Receiving Report. This inspection should occur within the acceptance period defined in the SOW or Work Request. The COTR's signature on the report indicates that the inspection is complete and the deliverable is accepted.

A sample report is shown below:

<b>TIPSS-2 Inspection, Acceptance &amp; Receiving Report</b>				
<b>Contractor Name</b>				
<b>TIPSS-2 Contract Number</b>				
<b>Task Order Number</b>				
Department of the Treasury				
Internal Revenue Service (or Bureau Name)				
Name & Address of Recipient (COTR)				
Date Delivered:      MM/DD/YYYY				
Task Order Deliverable No.	Description	Quantity	Location Delivered (if different from above)	Date Accepted
All the requirements have been received, inspected and accepted by me, the COTR, and meet the terms of the contract except as noted below: <i>(List the requirements that were not accepted and/or not delivered and state the reason why)</i>				